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C-O-P-Y

29 January 1953

TO: Deputy Director (Administration)  
THRU: Deputy Director (Intelligence)  
FROM: Assistant Director, Current Intelligence  
SUBJECT: Organizational Change

1. PROBLEM

To provide messenger service in the Special Center sufficiently manned and with sufficient reserve to assure prompt handling of Current Intelligence, eliminating possibility of delay in delivery of critical material.

2. FACTS

a. There is currently established in OCI a Distribution Unit under the Registration Section, Intelligence Control Branch of the Special Support Division.

b. The Table of Organization for the Distribution Unit authorizes three clerks, two GS-4 and one GS-3.

c. The duties and responsibilities of this activity include messenger service to the Offices of ORR, OSI, I&S, DD/P, OCD and the Office of General Services located within the Special Center.

d. OCI has experienced a great deal of difficulty in keeping these three positions occupied mainly because other offices such as General Services having a larger messenger activity apparently receive first consideration on new applicants, and further because three positions, even if filled, do not provide a sufficient reserve to assure prompt handling if one or more messengers are absent.

e. OCI has been, on recent occasion, over 24 hours behind delivery schedule due to simultaneous sickness, resignation, and recruiting difficulties.

3. DISCUSSION

a. The activities being performed by OCI's Distribution Unit cuts across organizational lines and thus should properly become a function and responsibility of the Office of General Services.

b. The transfer of the Distribution Unit to the Office of General Services would (1) extend better and more continuous service to the various

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offices located within the Special Center (2) make it possible for the three positions involved to have a better occupancy rate because they would be incumbered by the messenger pool and (3) place an activity which has grown beyond the jurisdiction of a separate office in the proper organizational structure under the Deputy Director (Administration).

4. CONCLUSION

That the messenger activities of OCI be transferred to the Office of General Services.

5. RECOMMENDATIONS

a. That positions numbered 111, 111.01, and 112, incumbents and ceiling of the Special Support Division, OCI be transferred to the Office of General Services.

b. That the Office of General Services be responsible for filling these positions with incumbents properly cleared by OCI, and for maintaining at least two additional stand-by messengers also properly cleared.

c. That the incumbents of these positions be detailed to OCI for duty and on-the-job supervision.

d. That the Table of Organization and ceiling authorization for OCI be reduced by three.

/s/ Huntington D. Sheldon  
HUNTINGTON D. SHELDON

25X1 CONCUR: /s/   
Deputy Director (Intelligence)

APPROVE: /s/ L. K. White 24 Feb. 53  
Acting Deputy Director (Administration)

HDS/RGD:aw (27 January 1953)

Distribution:

- 3 - DD/A
- 1 - DD/I
- 1 - AD/CI
- 1 - Personnel/OCI
- 2 - Chrono